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THE DENTAL ASSISTANT



Merrie Christmas



JOURNAL OF THE AMERICAN
DENTAL ASSISTANTS ASSOCIATION

AMERICAN DENTAL ASSISTANTS ASSOCIATION

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President's Address

MADAM CHAIRMAN, GUESTS, FELLOW DENTAL ASSISTANTS:

Years ago in the old world lands people lived by bartering and trading the products they raised and those they created with their hands. Market day was a great occasion, for after weeks of hard work everyone for miles around came to town laden with goods. It was a joyous occasion too, for old friendships were renewed, news was exchanged and everyone went home satisfied and refreshed . . . ready for weeks and months of hard work again.

Our conventions are much like the old world market day. We don't bring the products of the soil to barter and to trade but we do bring the products of our minds . . . ideas . . . to our meetings. We, too, go home refreshed after a week with women leaders in our own field for we have *learned* . . . by listening, and discussing problems peculiar to our work and we receive inspiration and strength in this way.

This is our first convention in two years and therefore should be richer in knowledge and inspiration than any we have had before. It should bring more noticeable results in progress than recent meetings because dental assisting has come to the fore more than ever before since we last met.

This meeting marks the nineteenth year in the life of the American Dental Assistants Association . . . we have come of age as an organization. Our growing pains and the period of ungainly adolescence has passed. We are approaching maturity and should know a bit of what it's all about. We can still look back and remember poignantly the sensations of first realizations and we are old enough to apply this knowledge practically and think seriously about the future.

The American Dental Assistants Association was founded in 1925 . . . the period immediately following World War I. Previous to the actual founding date Juliette A. Southard put a lot of thought into the principles upon which this organization would stand. Those were the days when women were really making strides in the business and professional world . . . it took a great war to bring recognition of their talents outside the home. The A.D.A.A. was one of many fine women's organizations that came into being in this period.

The first members of the American Dental Assistants Associations didn't find their task an easy one in the early years of this organization's life. There were many who believed the organization of dental assistants would lead to unionism, but thanks to Juliette's firm and inspired hand the A.D.A.A. has successfully overcome this hazard and consistently and continuously points a course toward professionalism.

By the time the depression came in the 1930's the A.D.A.A. had succeeded in establishing a firm foundation and it was during these bleak years that we made our greatest strides. New societies were added by the scores and our conventions were well-attended by a very enthusiastic membership. When we met in Houston in 1941 we had reached our peak.

Why was it that during the dark years of the depression we made such advancement? Certainly not because we offered financial security to our members . . . there was no resemblance to a union in our aspirations. We weren't able to offer employment service to our members, either.

Dentistry had by this time found a great need for dental assistants . . . women in dental offices did much to hold a dental practice together by making regular visits more pleasant and comfortable for the patient. A good dental assistant saved the doctor valuable operating time by answering the telephone, making appointments, caring for the business office, doing laboratory work,

processing radiograms and assisting in various operating room procedures. Her usefulness was unlimited and in those days of financial chaos a valuable discovery was made . . . the right kind of an assistant could materially increase the productivity of a dental office.

The American Dental Assistants Association was the educational agency offering study class plans to local societies, urging after office hour educational programs which were widely utilized. Education has always been the keynote of our success. We grew, we prospered and we were a happy group because we had high ideals and a sincere purpose.

Four reputable dental schools established courses for dental assistants during this period. They are:

North Pacific College at Portland, Oregon.

Northwestern University at Chicago, Illinois.

Western Reserve University at Cleveland, Ohio.

Los Angeles City College at Los Angeles, California.

The education committee of the A.D.A.A. continues to work toward the day when similar courses will be established in dental schools throughout the country.

Our Journal has been a continuous source of inspiration to our members. Through it everyone is given an opportunity to learn and those who wish to write are encouraged to submit material for publication.

The A.D.A.A. has the same high ideals now as it had in the 1930's. Our purpose is just as sincere now as it was in 1933 but our membership is on the decline. Some small societies have had to cease functioning entirely. From everywhere we hear of D.A.'s quitting their jobs to work in war industries, to join the WACS and the WAVES, to marry and raise families and to join husbands in the service.

There is a constant demand for dental assistants even though so many members of the dental profession have been called to duty with Uncle Sam. Existing practices are tremendously overburdened and it is the rare dentist today who can manage his office alone. Much of this demand for assistants has been filled by the shifting of an assistant from a practice closed for the duration to that of an older dentist safe from procurement and assignment.

Regardless of this there ARE new dental assistants who need education and inspiration just as we did when we joined the American Dental Assistants Association. I hope that during this next year a real effort will be put forth in every local society to help dental assistants who are new to their work.

Of course, nowadays it isn't necessary for any woman to exert herself to keep a job. If she doesn't like the one she has, she quits and finds another with little or no effort. This explains the attitude of some. Dentistry has no place for this type, though. A practice is too valuable to place in the hands of one who has no love for the profession.

Others are working so hard in their offices that they haven't the strength to even think about dental assisting in the evening.

Our local societies are suffering more from this complaint than any. Then there is difficulty in obtaining speakers. Dinner meetings are a headache because of terrible food at outrageous prices and poor service. Transportation is a nightmare in large cities and gasoline rationing prevents the use of automobiles in some localities.

This is war . . . no question about it . . . and certainly its effect upon our A.D.A.A. is a minor item when other things are considered.

We mustn't let these problems get us down. There is a rosy side to this picture, too . . . and in the long run we'll find that our beloved association and the ideals we are striving for will weather the storm and we'll come out of this

era of declining membership and general lack of interest far better off than we were in the 1930's.

We can glow with pride when we think of the part dental assistants are playing in the service of the Army Dental Corp. Station hospitals and camps throughout the country have as many dental assistants as they can obtain and always there is the cry for more.

Men who have never before worked with dental assistants are learning their value now . . . and their words of praise are heart-warming and certainly an indication of the post-war demand there will be for dental assistants in private practice.

We have members serving with the WACS and the WAVES who are getting invaluable experience and training. When all this is over they will provide our association with a marvelous fund of knowledge.

When the war is won and peace has come again are we going back as an association to our pre-war ways? Unless we plan now as other groups are doing for the post-war years the American Dental Assistants Association will fall by the wayside. This convention is so important from this particular viewpoint that your president has prayed for months for a House of Delegates foresighted and superior in every way to any we have had before. The machinery must be set in motion at this meeting for our post-war years.

There will be a great psychological reaction when peace comes again. Everywhere we see evidence of it from the trend in post-war homes to the thought being given social problems in 194X . . . and the years immediately following.

What do WE need as an association? If we are to continue doing our part, which is essentially education, we must have a plan . . . it takes keen minds to formulate workable plans and because our membership has dropped don't feel we are deprived of wisdom . . . those D. A.'s who have remained at their jobs are the smart ones . . . let's use them.

The fact that we have passed our 18th birthday doesn't excuse us from reviewing constantly for the benefit of new dental assistants the many little fundamentals of our jobs such as "How to mix amalgam" and "How to process radiograms". We must, though, plan an adequate educational program which may be utilized by all local societies coordinating the information every dental assistant needs in her everyday work whether she be the business office variety, the chair assistant or find her field of usefulness centering about the dental laboratory. There are certain fundamentals and we mustn't forget this. We must determine these things and the Education Committee is the group to do the job.

In closing I would like to call attention to our convention theme, "Nobility". On the opening page of our convention program you find the quotation: "Nobility should be elective, not hereditary." On the page of the General Meeting program you find these words: "Be noble! and the nobleness that lives in other men, sleeping but never dead, will rise in majesty to meet thine own." The dictionary gives dignity as a synonym for nobility. Let's earn for the American Dental Assistants Association the dignity or we might say the nobility that is its due.

1004 Franklin Bldg.,
Oakland, California.

What sweeter musick can we bring, than a caroll for to sing
The birth of this our Heavenly King?

—HERRICK.

For Christ is born of Mary, And gathered all above,
While mortals sleep, the angels keep Their watch of wondering love.
O morning stars, together Proclaim the holy birth,
And praises sing to God the King, And peace to men on earth.

—PHILLIPS BROOKS.

Report of the 19th Meeting of the House of Delegates of the A. D. A. A.

Held in Cincinnati, Ohio. October 11, 12, 13, 14, 1943.

By SADIE M. LEACH

High aspiration was revealed in the convention theme, Nobility, which according to Zimmerman "should be elective and not hereditary." This theme was carried out in the slogan: "Be noble! and the nobleness that lives in other men, sleeping, but never dead, will rise in majesty to meet thine own."

Given a program of ambition for the progress of the A.D.A.A., a Board of Officers and Trustees pledged to further that program, add a House of Delegates that was up on its toes to represent individual State and local societies, combine with a Hostess Society that had put forth every effort to make the meeting successful, and there were the makings for a war-time convention whose watchword was "Progress." A meeting which had the sanction of the A.D.A. since, when officers of that organization were approached for advice on the subject of holding this meeting, we were told to "Go ahead, if the meeting was needed." The Board of Trustee had voted earlier in the year that the meeting was necessary if it were possible to arrange it, in order that our program of achievement should not be halted.

In spite of many difficulties, Miss Emma Luke of Chicago prepared and executed a fine program and to her efforts much of the success of the meeting was due.

The Board of Trustees and the House of Delegates worked hard all during the meeting. (And note well: attendance at a House of Delegates meeting of the A.D.A.A. is a matter of long hours, concentration of thought, the ability to think things through and make decisions, especially if the member is representing a State or local society, in which case she must have the courage of her convictions and be able to get to her feet and talk up for what her individual association represents.) Definite steps forward were taken along educational and other lines. Many fine plans and projects were referred back to committees for further study, and you will hear more of them later through the pages of the Journal. Attempts were made to eliminate committees, to cut away dead timber and to clarify and simplify outmoded procedure.

On the Friday preceding the convention, Board members and Delegates began to arrive in Cincinnati, were met at trains and busses by charming hostesses and made to feel welcome and at home.

Officers and Trustees began their sessions on Saturday night when they met together at a lovely old colonial home for dinner, which was followed by a prolonged meeting at the official suite in the Gibson Hotel, when officers and trustees brought in their reports. These were continued on Sunday morning in order that reports and recommendations from the Board be in readiness for the first House of Delegates meeting on Monday morning.

Thirty-one delegates and five alternates answered roll call on Monday morning. Seven additional delegates were recognized or came in later, making the attendance in the House of Delegates thirty-eight. Nineteen officers and trustees and four members of the Past-Presidents' Council were present. It is of interest to note that though the attendance was not large, it was representative; delegates were present from the most distant states, Washington, Massachusetts, Northern and Southern California, Florida and Texas, and the representation from near-by states was not heavy. Some one remarked that since societies had

not been able to send numbers of delegates (many state and local societies where no state society exists did not fill their quotas), they had made up in quality.

Four meetings of the House of Delegates were held, on Monday and Tuesday mornings, on Wednesday morning and afternoon and on Thursday morning.

Proceedings opened on Monday morning with the appointment of the following Convention Committees: Miscellaneous Business—Creola-Charles Baker of Kansas; Becky Johnson of Washington; Bill Wilkin, Alabama, Chairman.

Recommendations: Pauline Jarrett, Pennsylvania; Mary Jane Nieman, Ohio; Katheryn Snyder, District of Columbia, Chairman.

Constitutional and Administrative By-Laws: Iva Dobbie, Michigan; Ola Lundy, Tennessee; Maryalice Carney, Indiana, Chairman.

Emma Luke, Chairman of the Convention Program Committee, then presented the program. Following its acceptance Mrs. Edgar Mendersen, of Cincinnati, Parliamentarian, spoke briefly of the value of parliamentary procedure, and summed up the rules for the convention, concluding her remarks with the statement that the meeting is conducted as a democracy. In making decisions there would be a majority and a minority. The minority is given the opportunity to express opinions and to try to win enough support to carry its views; then when a vote is taken and a majority decision is made the minority must help the majority to carry out its plan for the advancement and welfare of the association.

The First Vice-President then assumed the chair and the President presented her report, during the course of which she called attention to the uncertainties of the year. Due to war-time conditions the A.D.A.A. has suffered a loss of membership. She reported forty-four State and one hundred and thirty-eight local societies, with a total membership of two thousand five hundred and five members (a loss of five hundred and eighty-four over last year). One new State Association was formed in Idaho.

Following acceptance of the President's report she resumed the chair and reports of other officers and of the Board of Trustees were brought in.

Recommendations from officers and the Board which were passed, and which are of interest to every member of the A.D.A.A. since they advance the Association, are as follows:

That the A.D.A.A. send exhibit material to state societies who request it.

That an A.D.A.A. Public Relations Committee be appointed from the members of the Board of Trustees for 1944, whose duty it shall be to provide the societies with Information Booklets and A.D.A.A. journals for use at their State meetings and to aid them in any way that the Board of Trustees may direct.

That the A.D.A.A. Information Booklet be revised.

That the posters submitted be retained by the A.D.A.A. so that they may be used for the benefit of State Societies.

Recommended in the auditor's report that enough money be transferred from the General Fund of the A.D.A.A. to the Savings Account to effect an additional purchase of the Series F. Bonds. Motion in the House of Delegates specified that \$375.00 be transferred to the Savings Account for this purpose. (This gave us a pleasant feeling that besides the purchases of bonds by individual members and other war work being done by them we were making a contribution to the war effort as an association.)

Sadie L. Hadley, Third Vice-President, 1942-43, of the A.D.A.A., and Chairman of the Juliette A. Southard Trust Fund Committee (Birthday Party), has done much work on this project and brought in the following recommendation:

That the money in the Juliette A. Southard Trust Fund be divided into three separate funds, namely: a General Trust Fund, consisting of all monies received from the Birthday Parties and all donations received to be used to reimburse the Revolving Fund; a Revolving Fund and an Investment Fund.

A Revolving Fund of a definite sum of money not to exceed the amount donated in any year, transferred from the General Fund and used to give relief when needed.

The Investment Fund consisting of the \$740.00 already invested in a War Bond.

That specific rules for eligibility, method of payment, etc., be worked out in the future.

(Explanation: This puts the money that over a period of years has been contributed to the J. A. S. Fund, through Birthday Parties and gifts, in a position where it can be used as a relief fund. Although the Birthday Party Committee was discontinued by action of the 1942 Board of Trustees, the project is still alive, and it is hoped that local and State Societies will continue their parties and their gifts to this fund, in memory of Juliette.) Motion to accept this recommendation was carried. The work of the committee will be ably carried on with Sadie Hadley continuing as Chairman of the Committee.

Recommendation that the War Service Committee, which has been instrumental in furthering war work in State and local societies, be continued, was moved and the motion carried. (This to the end that projects such as bandage making, knitting, teaching first aid, taking Nurse Aide courses and other Red Cross projects, as well as all types of Civilian Defense projects, shall be carried on as part of the A.D.A.A. program.)

The 1942 Board of Trustees recommended that the proposed By-Laws, with all of the changes suggested by the Board, be presented to the House of Delegates at the 1943 meeting for acceptance or rejection by that body.

The Committee on Revision of By-Laws, under the Chairmanship of Helene Meyers, has done extensive and outstanding work, to clarify the By-Laws and bring them up to date. The recommendation of the 1942 Board was turned over to the Convention Committee on Constitutional and Administrative By-Laws, which brought in a recommendation that the report be accepted. After considerable discussion by members of the House of Delegates (this affects the entire membership of the A.D.A.A.), the Revised By-Laws were accepted with several minor and three major changes. The major changes were as follows:

Article III, Section 1, of the Revised By-Laws has to do with membership in the Association; the first requirement for general membership requires membership in local and State Societies of the A.D.A.A. or independent membership, etc. By vote of the House of Delegates this section was divided into A and B requirements; B requirement reading: The minimum requirements for all types of membership shall be: graduation from high school or its equivalent. This shall not be retroactive. (That is, assistants who are now members of the organization are not affected by this ruling. The equivalent of a High School education might be considered to be a period of three years or more work in an office as a successful assistant, or other work which proves ability, alertness, character or general worth-whileness of the applicant. This is a definite step forward in educational requirements, the first rung in the ladder, the final goal of which is professional standing. After much discussion this recommendation was adopted.)

The second major change is one which affects the voting power of the House of Delegates, since it permits Board Members (Officers and Trustees) to vote in the meetings of the House of Delegates on recommendation. (Heretofore only Delegates from local and State Societies had voting privilege in the House of Delegates meetings.)

The third major change is in the requirements for candidates for the office of Trustee, and provides that such a candidate "shall be one who has served as President or Secretary of a local or State Society, and who has attended at least one American Dental Assistants Association session. The Trustee of a district

shall communicate with the societies in her district at least sixty days prior to the annual session in order that names may be suggested as candidates for District Trustee.

At the 1942 A.D.A.A. meeting in Houston, Texas, a committee was appointed to investigate and report plans for redistricting the grouping of states. This committee, of which Dorothy Lickiss was Chairman, did extensive work on this subject and brought in a report at the 1942 Board Meeting in Chicago. After much discussion there the plan was referred to the Past-Presidents' Council for further study; the Council, with Helen Fitting as Chairman, did further exhaustive research and brought in a report to the Board of Trustees. The Board recommended that the plan be adopted and the recommendation was referred to the Convention Committee on Constitutional and Administrative By-Laws, which also recommended its adoption. However, after much discussion in the House of Delegates the plan was rejected; the districts will remain as they were in the Constitutional and Administrative By-Laws under which we formerly functioned. (The Past-Presidents' Council is deserving of much praise for the fine work done on the subject of redistricting. Further research will be continued by a Committee from the Past-Presidents' Council.)

The Revised By-Laws were adopted as amended by the House of Delegates and the A.D.A.A. state societies and local societies where no state society exists, and independent members will now function under these revised By-Laws which will be called the By-Laws of the American Dental Assistants Association.

Other important and far-reaching recommendations were discussed, notably recommendations from the Education Committee, which were referred back to that committee for further study and clarification. (The Committee was commended for the fine work done during the past year.)

Recommendation that some thought be given to publishing the Journal on a monthly rather than a bi-monthly basis was rejected by the Board, with the explanation that with the present shortage of paper due to war-time conditions this would be impossible, but with a note that it was a goal to work toward.

All Trustees reported much enthusiasm, a great deal of war-time activity, in spite of this war-time activity a good measure of co-operation.

The President reported for the Committee on Military Affairs, which has done extensive work in the interest of Dental Assistants serving in Army Dental Clinics, notably a revision of the rules regarding the type of uniforms worn by Dental Assistants; the ruling now permits Assistants in Army Dental Units to wear long-sleeved white uniforms, Dental Assistants' caps, and the official Dental Assistants' pin. During the past year Velda Rudolph, of Washington, D. C., who had been serving as Chairman of this committee, joined the WAVES. Her splendid work on this committee is deserving of commendation. We wish her happiness and success in the Navy. The work of the Committee will be continued, with Clyde Carlyle Hoyle of Washington, D. C., serving as Chairman.

Following the Call to Order on Wednesday morning the President called for the report of the Nominating Committee. The following slate of officers was presented: For President—Dorothy Burks. For First Vice-President—Lucille Black. For Second Vice-President—Clara Smith. For Third Vice-President—Evelyn Brett. For Secretary—Aileen Ferguson. For Treasurer—Margaret Sharp.

The General Secretary announced the nominations for District Trustees and read the recommendations for Chairmen of Standing Committees.

There were no nominations from the floor.

The election of officers was then conducted and the meeting recessed, to be called to order in the afternoon. Results of the elections were announced as follows:

President—Dorothy Burks, 1004 Franklin Bldg., Oakland, California.

First Vice-President—Lucile Black, 914 Watts Bldg., Birmingham, Alabama.

Second Vice-President—Clara Smith, 328 Cleveland St., Nashville, Tennessee.

Third Vice-President—Evelyn Brett, 401 Butler Street, Etna, Pennsylvania.

General Secretary—Aileen M. Ferguson, 709 Centre St., Jamaica Plain, Mass.

Treasurer—Margaret C. Sharp, Peoples Trust Bldg., Jasonville, Indiana.

First District Trustee—Sadie L. Hadley, 163 Cabot Street, Beverly, Mass.

Second District Trustee—Margaret Hill, 134 Branchport Avenue, Long Branch, New Jersey.

Third District Trustee—Stellamae Cramer, 18 Brilliant Ave., Aspinwall, Pa.

Fifth District Trustee—Edith Smith, First National Bank Building, South Charleston, West Virginia.

Sixth District Trustee—Ruth Marie Locke, 4709 West Lisbon Avenue, Milwaukee, Wisconsin.

Eighth District Trustee—Steve Ann Mills, 4211 Cedar Springs, Dallas, Texas.

Tenth District Trustee—Jean Hankey, 10465 Carnegie Ave., Cleveland, Ohio.

Chairman Judicial Council—Gertrude Burt, 344 14th St., San Francisco, Cal.

Chairman Education Committee—Lois Martin, 2240 Channing Way, Berkeley, California.

Chairman Legislation Committee—Catherine Mickelsen, 3705 N. E. Sandy Boulevard, Portland, Oregon.

Chairman Clinics and Exhibits Committee—Eleanor Schuman, 1219 S. 50th Street, Milwaukee, Wisconsin.

Chairman Budget Committee—Helene Meyers, 1010 Union Central Building, Cincinnati, Ohio.

Chairman Necrology Committee, Abbie Pryor, 418 Medical Arts Building, Birmingham, Alabama.

At the Thursday morning meeting of the House of Delegates the recommendations of the Curricula Committee were discussed; it was moved and seconded that the A.D.A.A. continue efforts to institute courses in Dental Schools; carried. Further recommendations were referred back to the Committee.

The Committee on Awards reported, and awards were made as follows:

CLINICS:

Juliette A. Southard Trophy—Alabama. Clinic—"Helpful Hints."

2nd Clinic Award: Silver cup—Tennessee D.A.A. "Acrylics."

3rd Clinic Award: First Honorable Mention, Blue Ribbon—Kansas. "The Value of the Assistant in Presentation of a Case."

4th Clinic Award: Second Honorable Mention, Blue Ribbon—Pittsburgh Dental Assistants Association. "Business Office and Assistants."

POSTER AWARDS:

Henry Fowler, D.D.S., Trophy—Silver Cup. "The Dentist's Working Partner." Massachusetts State D.A.A.

2nd Poster Award: Dee and Co., Plaque—"Healthy Teeth Build Our Nation."

3rd Poster Award: First Honorable Mention, Blue Ribbon—"Patient Education"—Tennessee State D.A.A.
Kansas State D. A. A.

4th Poster Award: Second Honorable Mention, Blue Ribbon—"Cotton Cut-Ups." Washington State D.A.A.

CONVENTION ATTENDANCE AWARDS:

1st Award: Silver Cup—Washington State D.A.A.

2nd Award: Honorable Mention, Blue Ribbon—Massachusetts State D.A.A.

3rd Award: Honorable Mention, Blue Ribbon—Texas State D.A.A.

INCREASE IN MEMBERSHIP AWARDS:

1st Award: Silver Cup—Oklahoma State D.A.A., 227% increase.

2nd Award: Homer B. Robison Cup—Washington State D.A.A., 110% increase.

3rd Award: Nye W. Goodman Gavel Trophy—Mississippi State D.A.A. 88% increase.

4th Award: A. D. Mizzy Trophy—North Dakota State D.A.A., 71% increase.

5th Award: Honorable Mention, Blue Ribbon—Georgia State D.A.A. 24% increase.

CO-OPERATION AWARDS:

1st Award: Silver Cup—Southern California D.A.A.

2nd Award: Silver Cup—Massachusetts State D.A.A.

3rd Award: Blue Ribbon—Georgia State D.A.A.

OUTSIDE SUBSCRIPTIONS TO THE JOURNAL:

Silver Cup—Tennessee State Dental Assistants Association. Presented by the Alabama State D.A.A.

Achievement Trophy—Silver Cup. Presented to Aileen Ferguson for her outstanding work as General Secretary of the A.D.A.A.

The Angelo Chiavaro Loyal Assistant Trophy—Silver Cup, presented to Mrs. Edna Reichstein Johnson of Red Oak, Iowa. Seventeen years six days in the office of Dr. B. F. Spicer.

Award for Selling the Largest Percentage of A.D.A.A. pins—Chlotilde Quick of Philadelphia, Pennsylvania.

Past-Trustee's pins were then awarded to outgoing Trustees.

Leah Lamb of Seattle, Washington, read an interesting and thoughtful paper, "Ethics of Dental Nursing."

Mary Haney of Omaha, Nebraska, issued a warm invitation to the A.D.A.A. to come to Omaha for the 1944 convention.

The 1943-44 officers were then installed in a beautiful and impressive candle light service conducted by Past-President Ethel Whitenton of Memphis, Tennessee, assisted by Elizabeth Drennan of Chicago.

REPORT OF THE OPEN MEETING ON MONDAY AFTERNOON

Miss Emma Luke, Program Chairman, was responsible for the delightful and informative program which was presented as an open meeting on Monday afternoon. The meeting was called to order by the President, Dorothy Burks, who turned it over to Emma Luke. We were led in the Invocation by Rev. Father Puis of the Holy Cross Monastery, of Cincinnati.

A trumpet call sounded from outside and the flag was brought in by a color guard from the army and the navy. Helen Fitting, our Official Flag Lady, led us in the Pledge of Allegiance, and Elizabeth Drennan led in the singing of the Star Spangled Banner. Mary Jane Nieman recited a lovely poem, "What Does the Flag Mean to You?"

Dr. Holly C. Jarvis, General Chairman of the A.D.A. Convention, gave an address of welcome, and Jean Hankey, of Cleveland, Ohio, Tenth District Trustee and Official A.D.A.A. Hostess, brought greetings to which Lucile Black responded.

Lucile Waud, of Portland, Oregon, delivered a very fine talk on "Tact in Handling People."

Then came one of the most delightful parts of the whole program. Our program Chairman introduced two charming officers from the Army and the Navy. Lieut. Russell of the WAC, Fifth Army Corps, gave a most inspiring talk, in which she explained that women in military service is not a new idea in American history. She recalled the story of heroic Molly Pitcher of Revolutionary days and the corps of women in Jefferson Barracks in 1813 who scoured powder

horns, made bullets and performed other types of military service for which they received the same pay that was given to men for the same service. There were countless women who blazed new trails and performed brave deeds. Courageous Elizabeth Zane, for whom Zanesville, Ohio, was named, who during a battle with the Indians persuaded the officers that their foes would not suspect a woman who was sent outside the fort of any mission, and thereby gave heroic aid to the defenders by dashing outside the fort to their powder cache and returning with ammunition to defend the fort. During the Civil War, Mary Bickerdyke originated "The Ladies of the United States Sanitary Commission." One hundred thousand women joined this commission behind the lines; their interest was in the service of supply and they were responsible for the first refrigeration cars, called "travelling ice boxes." Louisa M. Alcott, author of "Little Men" and "Little Women," was an Army Nurse, as was Clara Barton, originator of the American Red Cross.

There have been women's organizations in every war fought by the United States. Women are finding a great opportunity in military service, and they are filling a great need.

One of the most frequent questions asked of a WAC is: "Why the uniform? Would it not be possible to accomplish the same end without a uniform?" Lieut. Russell explained that it would not be possible. The WAC in attempting to take a soldier's place must be a soldier; she must be thoroughly steeped in traditions of the Army. Learning to be a soldier is learning to work together for a common purpose. She said that women had been especially successful and efficient on the drilling field.

Lieut. Russell concluded her talk by stressing the fact that there is a definite need for women in military service as there must be women behind the men behind the guns, in greater numbers.

The "Women of the United States Sanitary Commission" set a high standard for the women of today to live up to.

Not to be outdone by the Army, Lieut. Verona James of the WAVES said that the WAVES presented a challenging program. Following qualification the applicants go to the Naval Training School, Hunter College, New York, for Naval Training and grounding in rules and regulations of the United States Navy. There are now 30,000 women in hospital corps and aviation work and 91,000 are wanted. The Bureau of Aeronautics wants 20,000.

She informed us that there are three classifications: Radio, Storekeeper and Yeoman (secretarial and detail work). There are approximately two hundred types of work including work in the Medical Corps, technicians of all types, weather observers, chauffeurs, tower control operators and many others. Dental Assistants joining the WAVES are permitted to do their own type of work if they so desire, but in the Navy manner. After basic training the WAVE becomes an Apprentice Seaman (2nd class).

Lieut. James explained that the uniforms were worn to identify the wearers. They are not worn for glamour.

Lieut. James likes her job; she had been personnel manager at Marshall Field's, Chicago, and it was a very fine position, but she thinks that joining the Navy was the finest thing she has ever done and that Navy discipline and working together with 3,000,000 other Navy men and women will make her a bigger and better person.

These two challenging talks were most impressive; it is very probable that every Dental Assistant who listened felt a strong urge to immediately go out and join the Army or the Navy.

Greetings from the Ontario Dental Nurses' and Assistants' Association were brought by Ilean Checkley Bruce, First Vice-President of that organization. Mrs. Bruce was a delightful visitor to the Convention. (Continued on Page 144)

THE DENTAL ASSISTANT

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A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR INTERESTS AND EDUCATION

Bi-Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

EDITORIAL DEPARTMENT

No Sacrifice!

At no time in this war has the U. S. civilian been called upon to make too great a personal sacrifice of himself. Women have given their sons and their husbands, but of ourselves, we have yet to be asked too much. There are those who complain bitterly; there are those who brag of their willingness, but by the very tone and their very attitude are in truth bemoaning the fact that they must go without a little of the luxuries, or even of some of the necessities, that the war can be won. After all, theirs is but a short period of going without a little, while many of those who serve us are losing everything, and among those who return—and we have seen some of them—many have lost much, and forever.

So with all modesty, this Christmas season, the dental assistants of the West Coast tell of our group accomplishments during this year 1943, which is culminating, as we go to press, in the appropriate preparing of service kits which will be provided every service man at Christmas time by the American Red Cross. All emergency work these days is war work, and most of it is interesting. On OPA ration boards, issuing food and gasoline cards became a duty for some of us in our spare evenings. Many became nurses' aides and dieticians—quite a number of hours of training to add to a busy assistant's life.

All the work of 1942 has been carried into 1943, salvage, hospitality entertainment and the rest, but with even greater energy, and expansion into new territory.

The American Red Cross is already aware that our group is a good bet in emergency, and, when the blood bank starts a drive, the phones ring from office to office, and the girls in mufti man the desks at the local theatres. Weekly meetings at which dressings are made are attended by a cheerful group of workers. Our "boss" has remarked on the happy group who put in two more hours after a long day. As the year ends it can proudly be said of them—never shirking a call from the Red Cross, or losing an opportunity to send comfort and cheer to our fighting men, helping to keep fresh in their hearts the homes that are so anxious for their return and to share a part in the VICTORY that is to come.

This year we cannot relax; even the spirit of Christmas is a wartime one, and we pause for a prayer that the day, when the lights come on again all over the world, is not too far away, and dream of that future Christmas, when all nations shall celebrate a Victory by the just, and a lasting PEACE.

Ruth Inskip, S.F.D.D.A.A.,
Contributing Editor, A.D.A.A.

Thanksgiving Time

In searching for a suitable thought for our issue of the Holiday Journal, I found a long forgotten verse written by Finn that more nearly expresses what I want to say than any words that I myself could formulate.

THEN SHALL I TRULY GIVE THANKS

Give me an humble heart that I may see
What God and home and country mean to me.

I know the beauty of my native land,
Its quiet hills; its mountains crowned with snow
Its waters that shall make a desert bloom
With strangest loveliness; all this I know.

And I have learned of men who gave their lives
In service that a dream might be fulfilled.
Remembered words have echoed down the years
A song of freedom that shall not be stilled.

Nor have I quite forgotten that much blood
Upon the land, a seeping, staining red,
Might be a mark of covenant between
The valiant living and heroic dead.

And yet it would be well if, for a day,
My life could be a sharper contrast shown
Against a background, somber and austere,
Deprived of all sunlight I have known.

Because, perhaps, I take as if by right
Unnumbered blessings, scarcely giving heed
Or thanks to that vast fellowship of men
That, by the grace of God, has met each need.

Too flippantly I speak of sacred things;
In every diamond I see a flaw.
Too carelessly I tread on holy ground
Forgetting to remove my shoes in awe.

Forgive me: clear my vision till I see
What God and home and country mean to me!

If we all endeavor to carry the above thought with us constantly and have a prayer for peace in our hearts—we can not but help to derive joy and good fellowship from the coming holiday season.

*Julia Harshbarger,
Contributing Editor, A.D.A.A.,
Davenport, Iowa.*

How to Properly Mix Amalgam

By ALICE KRICK

Amalgam restorations are of the utmost importance in the field of reparative dentistry inasmuch as it is one of the most practical filling materials at the command of the dentist. Because of this quality it is used more often than any other filling material and as a result it can be safely said that it is one of the mis-manipulated filling materials. The dental assistant, by understanding the many important aspects of its manipulation, can be of great aid in bringing about a higher standard and quality of amalgam restorations in the dental office. For this reason, this paper is being written in the hope that certain of these pertinent points of manipulation may be clarified.

It is necessary before working with amalgam to know something about the material with which we are working. According to Winston, "An amalgam is any metallic mixture of which mercury is the chief ingredient. The name is derived from the Greek word *ma'ag-ma*, meaning a soft mass, and was applied to alloys of mercury on account of the increased plasticity and fusibility." A dental amalgam, according to the United States Bureau of Standards, is one that should be made up of an alloy with the following composition: silver, 65% minimum, tin 25% minimum, copper 6% maximum, and zinc 2% maximum. It is important when selecting an alloy that we use one that is acceptable to the Bureau of Standards and has met their specifications. In this way we will know that it has certain recognized dental qualities not found in a mine-run or hit-and-miss selection.

In the manipulation of this material, we should first read the manufacturer's directions. If these directions are not satisfactory with your ideas then you should change to an alloy that will more nearly follow your conception.

However, it still should be a certified alloy.

In mixing the alloy, the alloy-mercury ratio is an important factor in determining the resultant physical properties of the amalgam. The manufacturer's proportions should be accepted, these usually range from 8 parts by weight of mercury to 5 parts by weight of alloy, on up to 2 to 1 proportions, according to the types of alloy used. It is important to weigh these ingredients as it is impossible for even the best assistant to guess at this.

The object of the trituration process is to bring about a mixing of the alloy and mercury so as to have each particle of alloy covered with a film of mercury. A suitable mortar and pestle should be used. These should be of ground glass and should not be polished from excess use. Two to four pounds pressure is all that is necessary to obtain proper trituration. The mass should be trituated until it rides the side of the mortar and has a smooth silky texture. Any grayness, dullness or granular appearance denotes under-trituration. The exact time used in trituration varies with the condition of the mortar and pestle, mercury and alloy proportion, pressure used, amount being mixed and the speed of trituration. Therefore, it is wise to use the physical condition of the amalgam to determine when trituration is complete. The present trend is to have amalgam slightly over-trituated rather than under-trituated.

Following trituration with the mortar and pestle, the amalgam may be mulled in a piece of rubber dam or finger stall to bring about a complete mixing of the alloy and mercury.

The assistant may aid in the insertion of the amalgam by manipulating the amalgam properly during insertion.
(Continued on Page 145)

Oral Surgery And The Dental Assistant

Illustrated by Dorothy M. Tiefel.

The profession of dentistry, encompassing as it does the varied arts and sciences, offers, in my humble opinion, no greater source of interest than that of oral surgery.

In this specialized field, the oral surgeon's assistant, if she be familiar with the fundamentals of good surgery and armamentarium, can realize the happiness one derives from a job well done and the fact that she is assisting mankind.

The other fields of dentistry, while most interesting, are usually inanimate and cannot offer the dental assistant the diversified subjects presented by the surgical patient.

The removal of a tooth requires the same surgical principles that are followed elsewhere in the body. By that we mean, roentgenograms, a correct diagnosis, the selection of a proper anesthetic, a surgical procedure based upon a predetermined plan of operation, and post operative care.

The successful removal of any tooth, with a minimum of trauma, depends upon a correct clinical examination and roentgenographic interpretation, in conjunction with an operative technique that fits the particular case.

There is no accurate method of pre-determining a patient's resistance to shock; therefore, the amount of surgery which may be safely accomplished at a single sitting is a matter of experienced judgment.

It is the considered judgment of our office, that definite selected surgical instruments be chosen. These instruments are selected because of their practical utility, rather than those whose versatility arises only occasionally. Medical men have more or less standardized their instruments; this dispels confu-

sion and allows the operator to acquire skill in their use.

However important these instruments, no phase of oral surgery is as important as that of diagnosis, keeping in mind those factors which have already been outlined. It is as important for the surgeon's assistant to be able to read and diagnose a roentgenogram, to be familiar with the surgical principles of exodontia, and the purpose of these instruments, as the surgeon. This ability hastens the operation, decreasing the trauma incident.

Constant knowledge of the surgeon's progress permits her to direct the proper instruments into his hands at all times. The perfect "team work" between the surgeon and his assistant is quickly noted by the patient. He feels assured that he is in trained capable hands. Naturally, this will decrease his anxiety and make working conditions better for all concerned.

We have found, after a patient presents himself for simple or multiple extractions, or any other oral surgical procedure, that the aforementioned plan be observed. After due consideration of these findings, a complete understanding between the surgeon and his assistant, as to the plans of operation should be developed. We find, in most cases, the following instruments should be on the tray. This tray is best carried to the rear of the patient by means of the Mayo table. The armamentarium on the tray should be grouped as follows:

Group 1.—Mouth mirror; cotton pliers; cotton applicator; syringe filled with an anesthetic; tissue retractor. The purpose of this group is to sterilize, anesthetize, and to retract and elevate the soft tissue so that the operator can

(Continued on Page 150)



Secretary's Corner

By AILEEN M. FERGUSON, General Secretary,
709 Centre Street, Jamaica Plain 30, Mass.



SECRETARIES: ADAA dues for 1944 will be payable January 1, statements will be sent to all societies on December 15. Four copies of membership lists must accompany your remittance for dues, add ten cents for exchange on checks. Consult the **STATE SECRETARIES HANDBOOK** that is in the files of your society before preparing correspondence for the ADAA. All orders for the Official Pin are to be forwarded to this office for approval, pins are \$2.48, guards at \$2.75 each.

JULIETTE A. SOUTHARD BIRTHDAY FUND: Contributions may be sent to the **SOUTHWEST IOWA D. A. S. (Ia.)**—Trust Building, Jasonville, Ind.

DIRECTORY OF OFFICERS: One copy of the 1943 Directory, giving the names and addresses of the presidents and secretaries of the affiliated societies of the ADAA, will be mailed to each society. This directory is to be placed in your society's ADAA file folder. Please take good care of it, no additional copies will be distributed.

NEW ASSOCIATIONS

HURON D. A. STUDY CLUB (S. D.)—

President, Margaret Dilley, 617 Kansas Ave., S. E., Huron; Secretary, Gladys Albright, 236 Dakota Ave., Huron.

SOUTHWEST IOWA D. A. S. (Ia.)—President, Katherine Hegwood, Clarinda; Secretary, Alberta Chatterton, Red Oak.

Congratulations to the officers and members of these two fledgling societies; we hope your societies will grow and prosper.

CHANGES OF OFFICERS

SOUTHERN CALIFORNIA STATE D. A. A.—President, Helen A. Petersen, 6201½ Van Nuys Blvd., Van Nuys; Secretary, Sylvia Gray, 4311 Prospect Ave., Los Angeles.

DENVER D. A. A. (Colo.)—President, Ruby Zoberst, 1355 Pennsylvania St., Denver; Secretary, Vera Karns, 820 Majestic Bldg., Denver.

CHICAGO D. A. A. (Ill.)—President, Gladys Naughton, 7530 S. Park Ave., Chicago; Secretary, Edith K. Wilson, 3211 Belle-plaine Ave., Chicago.

D. A. ASSN. STATE OF NEW YORK—President, Lillian Couch, 80 Hanson Place, Brooklyn.

REPORT OF THE MEETING OF THE HOUSE OF DELEGATES

(Continued from Page 139)

Dr. R. M. Walls took time from pressing affairs of the A.D.A. meeting to give a most informative talk on "Dentistry in the Post-War World."

The meeting was continued with the President's address by Dorothy Burks. (The text is given in another part of the Journal.)

Honorary members of the A.D.A.A. and other distinguished guests were introduced and brought words of greeting.

The General Meeting was concluded with a beautiful memorial service conducted by Lillian Russett.

The attempt to present educational features at this meeting was a noteworthy and worth-while effort. Eleanor Schuman as Clinic and Exhibits Chairman planned two very fine table exhibits, one being a perfect set of teeth carved in giant proportions with cards instructing in times of eruption of the different teeth. The other table exhibit showed a health train, with a long string of freight cars, each loaded with just the right kind of food to provide the vitamins, minerals, energy and other properties required for good teeth and good health. These tables were set up in the meeting room, the Victory Room of the Gibson Hotel. The posters were also shown in this room and on Tuesday afternoon clinics were given as part of the Educational Program. We have no hesitancy in saying that no Dental Assistant could visit these clinics and not get something to take back with her to use in her office.

On Wednesday morning Aileen Ferguson, General Secretary, conducted the Third Conference of State Societies with the ADAA. This was conducted as a

Round Table Discussion. Dr. Sterling V. Mead, Chairman of the American Dental Association Committee on Legislation; Dr. James E. John, Chairman of the National Board of Dental Examiners; Dr. Holly Jarvis of the A.D.A. and Dr. Fox, Attorney for the A.D.A., were distinguished guests who answered questions asked of them by members of the ADAA.

CONCERNING LESS WEIGHTY MATTERS OF THE CONVENTION

A delightful and informal tea was given on Sunday afternoon, with the Cincinnati Society acting as hostesses.

On Tuesday the Ohio State Dental Assistants Association were hostesses at a luncheon. Thelma Crooks, President of the Ohio State D.A.A., acted as toastmaster and introduced distinguished guests, including Mayor James Garfield Stewart of Cincinnati, who won the hearts of all with his jovial greeting. The toastmaster then introduced Mr. Fred Geisel, editor of the Cincinnati Post, whose talk on "A Swiss Peace Plan" was enthusiastically received. We should like to have listened for several hours to Mr. Geisel.

The President's Dinner on Wednesday night was certainly something different. Mildred Rinn as Chairman, assisted by Elizabeth Drennan, co-Chairman, and their helpers, planned a war-time dinner that was delightfully informal. Miss Olive Kackley, Good-Will Ambassador from Station WCKY, acted as toastmaster. There was never a dull moment. Miss Kackley conducted a game of truth or consequences that brought about some very humorous situations. That dinner will certainly be the subject of discussion and a vast amount of chuckles for some time.

What a rich experience these conventions are; what fine friendships are made and developed with each meeting. How we look forward to seeing old friends. How worth while it is to work together during the year for the advancement of the organization. Much was achieved during the 1943 ADAA meeting. With the adjournment on Thursday morning our faces turned west toward the great plains of the United States, on all sides were heard, "Good-bye! See you in Omaha!"

HOW TO PROPERLY MIX AMALGAM

(Continued from Page 142)

tion. This includes preparing the different pellets of amalgam as the condensation progresses, according to the technic used by the operator. Special attention should be directed toward the prevention of contamination of the amalgam with perspiration, water or saliva.

The assistant may also aid in seeing that the amalgam is properly condensed by making sure that the correct instruments are placed on the bracket and that pluggers and instruments are clean

of old amalgam, particular emphasis should be directed toward the face of serrated pluggers.

All amalgams should be polished at a later sitting and if the assistant can arrange time for this important step by making appointments so that it may be done without undue loss of time to the patient and operator, she will be doing a great deal toward obtaining successful amalgam restorations in her office.

1121 W. Michigan St.,
Indianapolis, Indiana.

The message of Christmas tells of the promise of peace that shall be brought about when service and sacrifice, justice and love are supreme in the lives of men.

TALKING IT OVER



(This department is under the supervision of Edna M. Justice,
631 Jenkins Building, Pittsburgh, Pa.)

With the passing of summer our carefully cherished vacations have also disappeared and it has been interesting to note, through correspondence and personal contact with other Dental Assistants, that I am not alone in showing a reluctance to return to the office.

This year has brought many new responsibilities and has certainly wrought a decided change in our dental office morale. There are many days when our doctors, because of the pressure of overwork, become curt, when we ourselves do not see how we can possibly smile at another patient, and could cheerfully cut the telephone wires. We may even question our reasons for remaining in the dental assisting vocation.

It must be kept in mind that we can't all be in the battle line, but our particular and important battle is that of dispensing dental health and education to the public and to those of the Army and Navy personnel who come to our offices. We can make our own home front ammunition of service and efficiency to be used each day, radiate a pleasing personality and in general lighten the burden of our busy doctor.

A challenge to all of us is "Full Speed Ahead" and it behooves us to meet it with a determination to do our best.

Keep up the dental office morale!

Jean Hankey,
10th District Trustee.

Report of Tenth District Trustee

Put the Buckeyes, the Hoosiers and the Wolverines together and you have a grand trio that means the 10th district of the A.D.A.A.

Even with the present day pace these three groups show a decided desire to continue their good work in dental assisting.

In May the Hoosiers held their annual meeting at Indianapolis and they tell me it was really tops. I was thrilled when their President wrote, "Without the help of our doctors our society could not carry on." Isn't that splendid to have 100% cooperation?

Getting up to the North a bit we find the Wolverines very active with a large membership at Detroit headed by Ivy Dobbie and a busy group in Grand Rapids with Maria Hessman at the helm.

Certainly not the least of this trio are the Buckeye girls. Cincinnati, Cleveland, Columbus, Toledo, Dayton, Stark County and Northwestern have kept up a fine educational program, busied themselves with Red Cross work and served as gracious hostesses when the occasion demanded such as the mid-year meeting at Toledo. Throughout this entire year, despite conditions, I have found the states of Indiana, Ohio and Michigan to be on their toes and certainly I am fortunate to have served three such fine groups as trustee.



Top row, reading left to right: Gertrude Martin, 2nd District Trustee; Evelyn Bretl, 3rd District Trustee; Lillian Russell, 7th District Trustee; Jean Hankey, 10th District Trustee; Steve Ann Mills, 8th District Trustee; Helen H. Fitting, Pres. Past Pres. Council; Elizabeth Drennan, 6th District Trustee; Lucile Wand, 9th District Trustee; Mildred Rinn, Immed. Past President.
Second row: Lucile Black, 2nd Vice President; Margaret Sharp, Treasurer; Dorothy Burks, President; Emma Luke, 1st Vice President; Aileen Ferguson, General Secretary.
Third row: Ethel Whiteman, 5th District Trustee; Katie McConnell, 4th District Trustee; Sadie Hadley, 3rd Vice President; Sadie Leach, Editor; Esther Hyland, 1st District Trustee.



Pouring and Trimming Plaster, Stone and Investment Models

POURING AND TRIMMING PLASTER, STONE AND INVESTMENT MODELS

By EVELYN MACVEY

Requirements for a Good Model:

1. All trays used with compound should be vaselined lightly to facilitate the removal of the compound.
2. A good vibrator is essential to produce dense, hard models free of air bubbles.
3. A $4\frac{1}{2}$ by $4\frac{1}{2}$ tile or glass slab for making a smooth flat base for the model.
4. The best grade of plaster and stone is necessary to produce good models.
5. The plaster bowl and spatula should be scrupulously clean.

Procedure for White Plaster Study Models:

1. After the impression has been taken and dried, mix the plaster being careful that it is mixed thoroughly. The first step is to measure the proper amount of water in the plaster bowl. This will depend on the size of the impression.
2. Add the plaster to the water in the bowl, large amounts at first, smaller amounts as the mix begins to thicken. Stir all the while with a rotary clockwise motion of the spatula until the mix has reached the consistency of very thick country cream. The reason for the rotary motion is to prevent inclusion of air bubbles.
3. Place the bowl on the vibrator for about fifteen seconds to completely eliminate air bubbles.
4. Grasp the tray by the handle with the left hand and rest both on the vibrator. With the tip end of the spatula introduce a very small amount of plaster on the rim of the impression, vibrating it down into place. Add consecutively larger amounts of plaster at the same place, vibrating all the while. After all teeth have been vibrated full of plaster the tray may be removed from the vibrator and filled level with the rim of the impression. Carefully work the plaster to avoid air bubbles.
5. Lay the impression aside and pour the remaining plaster on the glass slab or tile, heaping it up in pyramidal form approximating the outline of the impression. Carefully invert the impression over this mass of plaster and gently push down until there is one-half inch of plaster between the rim of the impression and the slab. The remaining plaster is moulded so that there is an excess of at least three-eighths of an inch around the rim of the impression, being careful not to smear plaster up on the tray. Do not separate for thirty minutes.

Procedure for stone and investment models is the same as the white plaster except for the thickness of the mix which can be very much thicker.

Procedure for Separating:

1. Remove model from slab and lift off tray.
2. Water is heated in a pan of sufficient depth to just cover the modeling

compound. A cloth is placed in the bottom to keep the modeling compound from sticking. The water should be at approximately 125°.

3. Place model in pan and leave for sufficient length of time until compound is soft all the way through. Remove compound by lifting gently at the rim. Work towards the occlusal surface of the teeth. If any compound should stick to the model it may be removed easily by warming a piece of compound in a flame and touching it to the compound on the model.

Procedure for Trimming Models:

Models may be trimmed by hand or with one of the numerous mechanical trimmers on the market. The steps in trimming are the same regardless of the method used. The apparatus necessary for trimming by hand is a small square, a compass, one or two sharp strong knives, and a plaster plane.

Steps in Trimming the Lower Model:

1. Trim base of lower model flat and parallel to occlusal plane of the teeth. This portion of the model should be about one-fourth the height of the entire model.
2. Trim the heel flat and at right angles to the base, and to a point one-fourth inch distal to the last molar on each side. Be sure that the heel on each side is equal-distant from a point between the central incisors.
3. The sides of the model are trimmed flat and at right angles to the base, & parallel to a line from the cuspid to the second molar and one-fourth inch buccal to the above line.
4. The front portion is trimmed at right angles to the base and on a curve from cuspid to cuspid, also one-fourth inch labial to the teeth.
6. The two corners of the heel are now trimmed at right angles to the base & and also at right angles to a line from the cuspid to the corner of the
7. heel. These distal corners are one-fourth the length of the anterior curve or about one-half inch.

Steps in Trimming the Upper Model:

1. The upper and lower models are occluded and the heel of the upper is trimmed parallel and even to the lower.
2. The base of the upper model is now trimmed at right angles to the heel and parallel to the base of the lower model.
- 3 & 4. Same as for the lower model.
5. The front portion is trimmed at right angles to the base and parallel to a line from the cuspid to a point between the central incisors and one-fourth inch anterior to this line. The two sides are trimmed alike.
- 6 & 7. Same as for lower models.
8. All models are improved in appearance if gingival crevice and interproximal spaces are carefully trimmed with a sharp pointed instrument.
9. Also all plaster models are greatly improved in appearance by placing for one or two hours in a bowl of liquid soap. This gives them a smooth, shiny surface, and prevents them from becoming soiled when handled. Models trimmed in this way are well balanced; and, if care has been exercised all through the procedure, there is no necessity to apologize for their appearance.

Procedure for Pouring Compound Inlay Impressions:

1. Trim off excess compound from around copper band.
2. Wrap 30 gauge casting wax around the band, extending about three-eighths inch above the impression.
3. Mix special die stone with water on a glass slab with spatula to a thick

creamy consistency. With a toothpick place a small amount on the wax rim and gently vibrate. Add consecutively larger amounts at this same place until the impression is full.

4. Let set for at least thirty minutes. Remove the wax and separate by warming gently over a flame. The excess die material should be trimmed away.

Don't Be Careless

With a year of Regulation W having passed—losses from bad accounts have decreased greatly in number. The result is that many firms become careless in extending credit, in securing proper identification from persons cashing checks, and in other ways.

There is an old saying: You never have to advertise a lax credit policy—as the slow-pays and won't-pays soon find it out and beat a pathway to your door.

Frauds of all types are increasing. Government regulations may come and go, but there is never any change in the true fundamentals of credit extension.

Don't get careless if your losses are below normal because your open and instalment sales have decreased. High wages alone do not constitute a good credit risk. Membership in a local credit association is a good investment. Check every new account before the sale. Get a revised report on inactives which start to buy. Be sure of your identification before cashing checks. Don't overlook buying a credit report because the customer pays one-third down. That practice makes you play into the hands of the "dead-beats."

Today is the time to *select* your credit customers so that tomorrow you will have a sound credit structure.

ORAL SURGERY

(Continued from Page 143)

gain entrance to the underlying bone structure.

Group 2.—Bone chisels; mallet; mouth prop; surgical burs. This group completes the removal of all overlying bone structure and the division of the crowns and roots of the teeth. This group is, no doubt, one of the most important. Here is where your previous studies come in so often. The dental assistant must realize what the surgeon is attempting to do. She must be aware of the proximity of the antrum, of cysts and dense bone. Her blows must reflect the knowledge she possesses from her roentgenographic studies.

Group 3.—Graduated elevators; bayonet elevators, if the upper teeth are to be removed. The elevators are used to move the tooth into a position making it feasible to extract.

Group 4.—Forceps; apical picks. The forceps are used to remove the tooth from the socket, and the apical picks

are used in the event that a root tip is fractured.

Group 5.—Ronguers; bone files; curettes. This group is used after the removal of a tooth, or in aveolectomies, or in the enucleation of cysts. They are what we call the finishing instruments.

Group 6.—Suture; needle; haemostat; scissors. The suture, needle and haemostat group are used to close the soft tissues over the wound. The scissors are used to cut the suture or remove soft tissue where indicated.

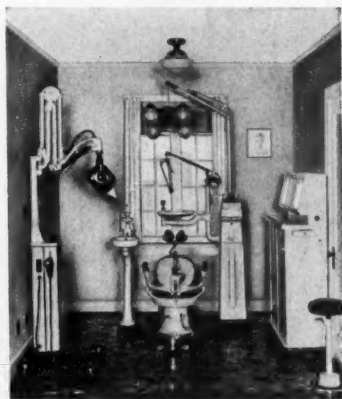
Group 7.—Iodoform gauze; sulphothiasole powder; sponges; paper bag; sterile towels; sterile gloves. This group completes the surgical set-up and is for the purpose of asepsis, cleanliness and drainage.

I do hope I have been able to impress upon you the importance of the dental assistant to the oral surgeon. It is truly a vocation worth contemplating.

—Reprinted from *Southern California D. A. A. Journal*, October, 1943.

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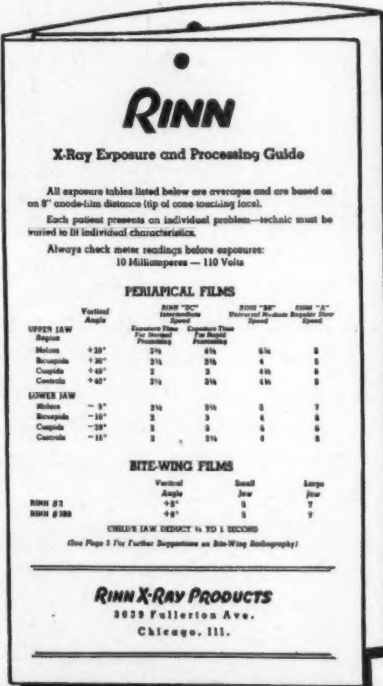
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RINN

X-Ray Exposure and Processing Guide

All exposure tables listed below are overexpos and are based on an 8" anode-film distance (tip of cone touching local).
Each patient presents an individual problem—technic must be varied to fit individual characteristics.
Always check meter readings before exposures:
10 Milliamperes — 110 Volts

PERIAPICAL FILMS						
Vertical Angle	RINN "30" Intermediate		RINN "20" Diagnostic Medium Speed		RINN "15" Diagnostic Medium Speed	
	Exposure Time For Standard Processing	Exposure Time For Rapid Processing	Exposure Time For Standard Processing	Exposure Time For Rapid Processing	Exposure Time For Standard Processing	Exposure Time For Rapid Processing
UPPER JAW						
Right						
Molars	+25°	3 1/2	2 1/2	2 1/2	4 1/2	3
Bicusps	+20°	3 1/2	2 1/2	2 1/2	4 1/2	3
Cusps	+15°	3	2	2	4 1/2	3
Centrals	+10°	3 1/2	2 1/2	2 1/2	4 1/2	3
LOWER JAW						
Molars	-5°	3 1/2	2 1/2	2 1/2	4 1/2	3
Bicusps	-10°	3	2	2	4 1/2	3
Cusps	-15°	3	2	2	4 1/2	3
Centrals	-15°	3 1/2	2 1/2	2 1/2	4 1/2	3

BITE-WING FILMS			
	Vertical Angle	Small Jaw	Large Jaw
RINN 20	+15°	3	7
RINN 200	+15°	3	7

CHILD'S JAW REDUCT is 10 1/2 SECONDS
(See Page 5 For Further Suggestions on Bite-Wing Radiography)

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Take a tip from the PSYCHOLOGIST

TO MAKE OFFICE TIME MORE PRODUCTIVE

HOW MEMORY WORKS. Recollection is determined by depth of impression and *strength of association*. To be remembered or recalled, the past experience must be suggested by the present. (*Encyclopedia Britannica*)



The Pycopé user always knows who her dentist is—and what he did for her!

The Pycopé Brush is designed on professional lines: 2 rows, 6 tufts, small head, firmly bristled.

PYCOPE

Pronounced PY-CO-PAY

TOOTH BRUSHES AND TOOTH POWDER

Time taken for tooth brushing instructions is worth while if you take the precaution of providing an **OBJECT** associated with your instructions.

Psychologists provide Memory with as many sensory impressions as possible—simply because it is easier to remember **OBJECTS** than it is **IDEAS**.

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my laboratory, I pour
the model right away.
My cases always fit...
hence, I am very much
pleased with Zelex."

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tablets are now included,
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each 12-unit package il-
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And to protect this accuracy, the Zelex
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recommended:

- (1) Rinses the impression under running water.
- (2) Soaks impression in 1% potassium sulphate
solution for 3 or 4 minutes (never over an hour) to
produce harder-surface model.
- (3) Pours model promptly in his office so that
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Then the danger of the impression's drying out
while in transit is safely eliminated.

(If impression is forwarded to laboratory,
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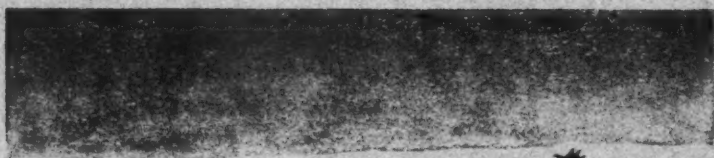
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